

## **EDITED TASK LISTING**

### **CLASS: SUPERVISING CLINICAL LABORATORY TECHNOLOGIST, CF**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
1.	Plan the overall operation of a laboratory for a State correctional facility to comply with laws, rules, regulations, departmental policies and procedures, Title 15, etc., produce quality test results, and assist the physicians in the diagnosis and treatment of inmate patients utilizing laws, rules, regulations departmental policies and procedures, Title 22, Clinical Laboratory Improvement Amendments (CLIA), licensed laboratory staff (e.g., Senior Clinical Laboratory Technologist, CF, Clinical Laboratory Technologist, etc.), laboratory equipment (e.g., chemistry, hematology, urinalysis analyzers, etc.),etc. on a daily basis.
2.	Supervise laboratory staff (e.g., Senior Clinical Laboratory Technologist, CF, Clinical Laboratory Technologist, laboratory assistants, etc.) for a State correctional facility to coordinate and develop work, schedule work assignments, provide direction, guidance and training, ensure proper and efficient use of resources, and ensure patients test reports are filed properly and promptly in the appropriate laboratory files for prompt retrieval, etc. utilizing laws, rules, regulations, departmental policies and procedures, Title 15, Title 22, collective bargaining agreements, etc., in an efficient and timely manner on a daily basis.
3.	Monitor work assignments, proper techniques and behaviors of laboratory staff (e.g., Senior Clinical Laboratory Technologist, CF, Clinical Laboratory Technologist, laboratory assistants, etc.) to comply with laws, rules, regulations, departmental policies and procedures (e.g., infection control policy, standard precautions, etc.), ensure performance objectives/standards are met, staff safety, prevent infectious disease spread, etc. utilizing knowledge and experience, established quality assurance procedures, effective communication skills, laboratory staff training, monitoring/observing laboratory staff compliance, audit tools, laws, rules, regulations, departmental policies and procedures, etc. on a daily basis.
4.	Set up timeline controls to ensure the timely completion of laboratory staff special work projects (e.g., parallel study, licensing inspection compliance, etc.), produce effective process improvement and monitoring, to comply with licensing rules and regulations, etc. utilizing knowledge and experience, established policies and procedures, effective communications skills, etc., as needed.
5.	Evaluate new techniques and procedures in the laboratory in terms of personnel, equipment, space, methods comparison, cost analysis to improve laboratory efficiency, reduce expenditures, improve space utilization, reduce testing turnaround time, etc. utilizing knowledge and experience, departmental policies and procedures, staff (e.g., information and budget analysts, clerical staff, etc.) as needed.

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6.	Promote the department's Equal Employment Opportunity program in the hiring process and maintaining a work environment free of discrimination and harassment to comply with laws, rules, regulations, departmental policies and procedures, etc. utilizing various resources (e.g., training, Employee Relations Officer, effective communication skills, equal employment opportunity objectives, etc.) on a daily basis.
7.	Develop clinical laboratory policies and procedures to provide guidance, ensure accurate test results, ensure compliance and consistency with laws, rules, regulations, Title 15, Title 22, etc. utilizing various resources (e.g., federal and state regulations, departmental policies and procedures, communication skills (written and verbal), appropriate reference material, etc.) as needed.
8.	Evaluate laboratory staff (e.g., Senior Clinical Laboratory Technologist, CF, Clinical Laboratory Technologist, laboratory assistants, etc.) to ensure maintenance of competency to perform test procedures, to ensure tests are reported promptly, accurately, and proficiently, etc. utilizing laws, rules, regulations, departmental policies and procedures, effective communication skills, knowledge and experience, training checklists, proficiency testing, quality control, quality assurance reviews of test results, direct observations, etc. on an annual basis.
9.	Conduct interviews of applicants in order to recommend candidates for appointment and to fill vacancies in the work unit utilizing various resources (e.g., transfer request, certification lists, reinstatements, personnel staff, laws, rules, regulations, departmental policies and procedures, effective communication skills, etc.) as needed.
10.	Initiate the Progressive Disciplinary process to correct/improve employee performance/behavior or address issues of substandard performance utilizing various resources (e.g., chain of command, communication, training, formal/informal documentation, laws, rules, regulations, departmental policies and procedures, effective communication skills, etc.) as needed.
11.	Administer training to develop the laboratory staff (e.g., Senior Clinical Laboratory Technologist, CF, Clinical Laboratory Technologist, laboratory assistants, etc.) by assessing and providing training needs, coordinating training schedules, assuring all mandatory training requirements are met, etc. utilizing laws, rules, regulations, departmental policies and procedures, Title 22, effective communication skills, knowledge and experience, etc., as needed.
12.	Prepare written reports/documents on activities (e.g., laboratory statistics, budgets, etc.), projects (e.g., infection control, DNA and tuberculosis testing, etc.) and issues of interest to management (e.g., cost savings, monetary, etc.) to provide information, to comply with laws, rules, regulations, departmental policies and procedures, etc. utilizing laws, rules, regulations, departmental policies and procedures, written communication skills, knowledge and experience, etc. as needed.

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13.	Participate in meetings/committees/teams (e.g., infectious disease , quality assurance, Quality Improvement Team (QIT), laboratory staff meeting, supervisors meeting, budget meetings) to communicate information that is necessary for job performance, discuss and resolve issues pertinent to health care services, provide two-way communication, provide information, develop policies and procedures, etc. utilizing effective communication skills, knowledge and experience, agenda, laws, rules, regulations, departmental policies and procedures, etc., as needed.
14.	Oversee a quality control program appropriate for the tests requested by the physicians performed on specimens in order to assure accurate laboratory test results for diagnosis and treatment of inmate patients utilizing laws, rules, regulations, departmental policies and procedures, quality control materials (e.g., assayed controls, peer group comparison, reagents, etc.) on a daily basis.
15.	Administer quality assurance program (e.g., monitoring quality control, test results, equipment maintenance and communication problems, participate in corrective action plans, etc.), to ensure appropriate collecting, handling and testing of specimens, reporting of laboratory test results to the physicians for diagnosis and treatment, review inmate patients test reports, review maintenance and quality control records, etc. utilizing laws, rules, regulations, departmental policies and procedures, Title 22, knowledge of quality assurance monitoring techniques, organizational techniques, etc. as needed.
16.	Recommend improvements to laboratory testing procedures (e.g., scheduling, lactose and glucose tolerance, timed test, etc.) to improve efficiency, resource utilization, decrease turnaround time, etc., utilizing laws, rules, regulations, departmental policies and procedures, quality assurance reviews, effective communication skills, medical staff expertise (e.g., chief medical officer, medical laboratory director, etc.), etc. as needed.
17.	Implement improvements to laboratory testing procedures (e.g., scheduling, lactose and glucose tolerance, timed test, etc.) to improve efficiency, resource utilization, decrease turnaround time, etc., utilizing the newly revised laboratory policies and procedures, laboratory staff training, communication skills (written and verbal), etc. as needed.
18.	Maintain the safety and security of persons, property, working areas and work materials to comply with laws, rules, regulations, Department Operations Manual (DOM), Title 15, etc. utilizing whistles, alarms, directives and procedures, reagent control (e.g. acid, bleach, formalin, etc), tool control (e.g., forceps, scissors, screw drivers, etc.) needle and syringe control (e.g., butterflies, vacutainers, etc.) on a daily basis.

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<b>19.</b>	Maintain required documentation (e.g., proficiency testing, quality assurance, personnel information [e.g., performance evaluation, competency records, disciplinary actions, etc.], quality control results, equipment maintenance logs, etc.) in an appropriate and organized manner to comply with laws, rules, regulations, departmental policies and procedures, Title 15, etc. utilizing knowledge and experience, laboratory staff expertise, effective communication skills, audit tools, laws, rules, regulations, departmental policies and procedures, Title 15, etc. on a daily basis.
<b>20.</b>	Order supplies (e.g., reagents, needles, syringes, vacutainers, etc.) and equipment (e.g., microscopes, analyzers, centrifuge, heat blocks, etc) according to established procedures to maintain proficient operations of the laboratory utilizing forms, correspondence, budget requests, knowledge and experience, staff expertise, etc. as needed.
<b>21.</b>	Administer the proficiency testing program (e.g., test of unknown samples to ensure accuracy of the testing process for all tests performed, peer group comparison, statistical report, etc.) to comply with federal and state mandated requirements utilizing approved proficiency testing providers (e.g., American Association Bioanalyst (AAB), College of American Pathologists (CAP), American Proficiency Institute (API), licensed laboratory staff, laboratory equipment and supplies, etc. per licensing requirements.